Health Insurance Enrollment Inquiry Instructions

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General Information

The Health Insurance Enrollment Inquiry application provides employers *quick and easy* access to health insurance eligibility data for verification purposes. Health contract data from ETF's health insurance coverage database can be **viewed** or **downloaded into Excel** to be reconciled with employers' internal payroll systems.

Special Notes

- The individual accessing the Health Insurance Enrollment Inquiry must obtain security clearance to "Insurance Eligibility" by submitting the **Online Network for Employers Security Agreement**, form ET-8928.

- The application requires your **Web browser** to have cookies enabled and JavaScript on.

- Please use the **logout** feature at the top of the screen when done working with the application, to protect confidential employee data.

- Large employers may experience a **delay** as the application returns data. Please be patient.

- The Health Insurance Enrollment Inquiry provides real time, up-to-the-minute data. Be aware that the data you access is up to date at the time you access it, but the data is always **subject to change**—an application could be processed five minutes later, and the data previously downloaded would no longer be 100% up-to-date.

- When you perform an inquiry, you are provided with raw data exactly as it exists in ETF's data base. However, ETF cannot guarantee the integrity of the data

after it has been manipulated by an employer in Excel. So please be very careful when sorting columns and making other changes in Excel.

- For additional assistance, please call the Employer Communication Center:
(608) 264-7900
1 (888) 681-3952

Step-by-Step Instructions (Text Only)

1) Enter the ONE Portal

2) Select "Health Insurance Enrollment Inquiry" link

3) Type in User ID and Password

4) Enter 7-digit Employer Number

5) Choose Employer Group, if applicable
Choose Coverage Month and Year
Choose Health Plan from dropdown, or leave blank for all plans
Choose Coverage Type from dropdown, or leave blank for all coverages

6) Press Display to view contracts for chosen coverage month, health plan, and coverage type

OR

Press Save As to download data to an Excel spreadsheet

7) Press Clear to clear your selections and start over
Press New EIN to switch employers (if you have access for multiple employers)

8) Click ETF's logo to return to the ONE Portal

Step-by-Step Instructions with Visuals

Employee Trust Funds (ETF)
On-line Network for Employers (ONE)

Welcome to the Department of Employee Trust Funds On-line Network for Employers (ONE). This is a new and innovative way to retrieve historical data, keep employee information current and report monthly retirement contributions and payment. ONE is an interactive Internet application that is easy and convenient to use.

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at ETFOnLineHelp@etf.state.wi.us
Employer Communications Center (608) 264-7900

Account Maintenance

WRS Employers - Reset Password
*It is no longer necessary to contact ETF to reset your password.

Security Agreement, ET-8928, Fax Number: (608) 266-5801

Applications

Previous Service and Benefit Inquiry
Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining Insurance program eligibility, WRS Eligibility Status and calculating supplemental sick leave credits (state agencies only).

WRS Account Update
Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.

WRS Contribution Remittance Entry
Description: Allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-1515) to ETF and make payment through the banking ACH process.

WRS Transaction Upload
Description: Allows employers to upload and submit WRS **annual** reports to ETF.

Health Insurance Enrollment Inquiry
Description: Provides employers a secure view of employee health insurance enrollment information by coverage month.

← Click the Health Insurance Enrollment Inquiry link

ETF Web Applications Logon

Enter User ID and Password
↓

User ID: [ ]
Password: [ ]

Login   Reset

Health Insurance Enrollment Inquiry

Mon Feb 09 16:43:16 CST 2009
User ID:

Instructions   Logout

This Internet application is intended for use by employers to verify health insurance coverage for their employees.

Please enter your Employer Number and press enter.

Enter 7-digit Employer Number ———▶ Employer No: **0991000**

Then, click Submit ———▶ [Submit]

Health Insurance Enrollment Inquiry

Mon Feb 09 17:19:30 CST 2009
User ID:

Instructions   Logout

Employer Number: 9999-999

Choose Employer Group ———▶ Employer Group: [▼]

Choose Coverage Month and Year ———▶ Coverage Month: [February ▼]   Year: [2009 ▼]

Health Plan OPTIONAL ———▶ Health Plan: [-   ▼]

Coverage Type OPTIONAL ———▶ Coverage Type: [-   ▼]

[Clear] [Display] [New EIN] [Save As]

Health Insurance Enrollment Inquiry

Instructions   Logout

Employer Number: 9999-999

Employer Group: [▼]

Coverage Month: [February ▼]   Year: [2009 ▼]

Health Plan: **To download data into an Excel spreadsheet, click Save As**   [▼]

Coverage Type:

To view data, click Display   [Clear]   [Display]   [New EIN]   [Save As]

Health Insurance Enrollment Inquiry

Instructions   Logout

Employer Number: 9999-999

Employer Group: [▼]

Coverage M   **If you have security clearance for multiple employers, click New EIN to switch employers**   [▼]

Health

Coverage Type: [-   ▼]

Click Clear to clear selections and start new inquiry   [Clear]   [Display]   [New EIN]   [Save As]

Health Insurance Enrollment Inquiry

Mon Feb 09 17:19:30 CST 2009
User ID:

Instructions Logout

Remember to Logout when finished

Employer Number: 9999-999

Employer Group:

Coverage Month: February Year: 2009

Health Plan: -

Coverage Type: -

Clear Display New EIN Save As

Health Insurance Enrollment Inquiry

Mon Feb 09 17:19:30 CST 2009
User ID:

Instructions Logout

Click ETF's logo to return to the ONE

Employer Number: 9999-999

Employer Group:

Coverage Month: February Year: 2009

Health Plan: -

Coverage Type: -

Clear Display New EIN Save As